



Terry Tamminen
Agency Secretary

Air Resources Board

Alan C. Lloyd, Ph.D.
Chairman

1001 I Street • P.O. Box 2815
Sacramento, California 95812 • www.arb.ca.gov



Arnold Schwarzenegger
Governor

MEMORANDUM

TO: All Managers and Supervisors

FROM: Cindy Francisco
Safety Coordinator

DATE: June 1, 2004

SUBJECT: SAFETY MEETING IDEAS -- June 2004

Suggested issues to discuss during your next meeting are:

1. Recording Keeping Updates

With the new fiscal year approaching, make sure your required records are up-to-date. These forms should be maintained in your (the manager's or supervisor's) office files:

- Std. Form 261 *"Authorization to Use Privately Owned Vehicles on State Business"* for employees who use their private car for state business. This form is required to be completed annually.
- Defensive Drivers Training Certificate. Employees who drive on state business should take this class every four years. Are they up-to-date?
- Medical Information. Do you have a list of your employees, their home telephone numbers, addresses, important medical information such as allergies to medication and who to contact in case of emergency? Is this information up-to-date?
- Have you informed your about the number to call for return to work information in case of an emergency? The toll-free number is (877) 5-CALEPA or (877) 522-5372. This applies to all staff in all facilities.

2. Crash Free June

The National Safety Council has pronounced June as National Safety Month with the theme "Crash-Free June." The focus of "Crash-Free June" is to draw attention to specific types of behaviors that cause motor vehicle accidents.

It is estimated that 90% of all motor vehicle crashes—about 16.4 million of those listed above—are attributable, at least in part, to driver behaviors.

The energy challenge facing California is real. Every Californian needs to take immediate action to reduce energy consumption. For a list of simple ways you can reduce demand and cut your energy costs, see our Website: <http://www.arb.ca.gov>.

California Environmental Protection Agency

The key behaviors covered are:

- Speeding
Speeding is a contributing factor in crashes that kill approximately 12,000 people each year. Speeding reduces the time a driver has to avoid a crash and increases the likelihood and severity of the crash.
- Aggressive driving
Operating a vehicle in a way that endangers other people and property—such as improper passing, weaving in and out of traffic, or following too closely—compromises the safety of both the driver and everyone around them.
- Distracted driving
It only takes a second for a crash to happen. Distractions occur when drivers concentrate on something other than operating their vehicles—such as engaging in cell phone conversations.
- Drinking
Last year, 17,401 people died in alcohol-related crashes. Alcohol was a contributing factor in 40% of all motor vehicle fatalities last year. Alcohol slows reaction time, decreases awareness, and impairs judgment.
- Drowsy driving
Just like drugs or alcohol, sleepiness slows reaction time, decreases awareness, and impairs judgment. Just like drugs or alcohol, it can be fatal when driving.
- Failure to yield the right of way
One of the most common driver errors, failure to yield the right-of-way is not just a breach of driver etiquette—it's breaking the law.
- Teenagers and driving
Motor vehicle crashes are the number one cause of death for young adults between the ages of 16 and 24. More than 11,000 people aged 15- 24 were killed in crashes last year and 8,500 of these were drivers and passengers in vehicles operated by drivers aged 16-20. The dangerous mix of inexperience, distractions, peer pressure, and a tendency to underestimate risk are common factors in the 6.5 million crashes experienced by young adults each year.

Participate in "Crash-Free June" by sharing knowledge about crash-causing behaviors with friends, family, co-workers, and organizations. For more information, visit the National Safety Council's website: <http://www.nsc.org/nsm/index.cfm>.

3. Know Your First Aid/CPR Team Members

Don't wait until an emergency to find out who is trained in First Aid and cardiopulmonary Resuscitation (CPR). In a medical emergency, every second counts. Also, be sure that 9-1-1 is called immediately, as well. Emergency Team members should be listed on the Facility Safety Information Page: <http://inside.arb.ca.gov/as/safety/FACILITY.htm> or contact your building Emergency Coordinator.

Document your meeting by using Form HS-1 "Safety Meeting Report" which I have attached for your convenience. This can also be used, if you choose, to route the information to each employee. This record should be kept in your files for one year. Safety Meeting Ideas are also available on the safety web site at <http://inside.arb.ca.gov/as/safety/mtginfo.htm>.

If you have any questions, I can be reached at (916) 323-1158 or cfrancis@arb.ca.gov

cc: Administrative Liaisons